

**WOODLANDS MEED
FULL GOVERNING BODY MEETING
Tuesday, 21st April 2020 at 4.45pm
MEETING HELD BY MICROSOFT TEAMS DUE TO COVID 19**

FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR), Rose Griffiths (RG)

Present for: Item 3: Chris Carter (CC) item 4: Vikki M (VM)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	<p>Welcome, Introductions and Apologies MGW thanked all governors for attending and set the meeting time limit for 1 and an half hours. Any agenda items not covered would be moved to the next FGB on Thursday, 7th May.</p>
2.	<p>Declaration of Interests SB: chair of governors at Windmills SV: Director of Ofsted registered Childminder Agency AFR: Special Schools' representative on e-PD (enable learning) Board.</p>
3.	<p style="text-align: right;"><i>CC joined the meeting.</i></p> <p>Approval of addendum to Safeguarding Policy (appendix C) CC had submitted the addendum approval. AFR noted the new request from WSCC asking for information on every pupil with an ECHP in a revised format. CC confirmed WM had the correct data but would need to use SIMs to cross reference the information to present it how WSCC were now asking. Governors asked how vulnerable pupils who were eligible to attend school were being identified. CC highlighted the challenge of ensuring the school followed the government guidance and the emotional burden this was putting on staff. He confirmed he made the final decision on whether a pupil could attend and that robust risk assessments were in place and were constantly monitored. CC commented on the reports from social workers as well as the pressure from parents. Currently, the majority of pupils in school were the children of key workers and the ratio of staff was roughly one to one. Governors understood that the longer the restrictions lasted, more pupils would meet guidelines for admittance. RL asked how returning to school would be managed and governors understood that pupils with a medical risk would be able to remain in self- isolation until the risk had been removed. On questioning, AFR reported on the issues with the free school meal system and governors were appalled to learn phones to the helpline had been charged at 75pence per minute. 72 pupils were eligible for FSM and AFR hoped that voucher scheme was now running well. Governors asked whether any staff or pupils had been positively tested for covid 19. AFR was sorry to say three staff had lost grandparents to covid 19 and that staff had self-isolated when necessary. He was pleased to report that at this point all staff and pupils were well and that WM were following the guidelines to report on any cases through the online accident and reporting system. Governors thanked CC for his input and sent him their full support for the valuable and stressful role he was having to undertake. Addendum to the policy was proposed by MGW and seconded by SB. Approval</p>

	was unanimous. <i>CC left the meeting.</i>	
4.	<p>Consultation on 2pm finish (appendix D)</p> <p>VM had circulated documents explaining the changes to the college and school curriculum. Governors asked if the leadership team still believed the extra training time was necessary and AFR/VM confirmed the extra need was clearly evident. AFR reported on the consultation with parents and that only a small minority were against the change. RG commented on the value of having longer constant time allocated for PSHE and VM noted the benefit of having time blocks for cross-site and collaborative work. Governors were disappointed Kangaroos had been unable to support an after school club but it was appreciated many of their staff were employed at WM.</p> <p>Governors unanimously approved the new timings and asked AFR to inform parents it would be implemented from September. Transport were able to deal with the changes and a conversation had started with the catering team.</p> <p><i>VM left the meeting.</i></p>	AFR 22/5/20
5.	<p>Notice of AOB</p> <p>None.</p>	
6.	<p>Budget Report 2019/20 (appendix E)</p> <p>Governors received the end of year accounts and noted the carry forward and ring fenced funding.</p> <p><i>JPM joined the meeting.</i></p>	
7.	<p>Review and Approve Budget 2020/21(appendix F)</p> <p>Governors had received the recommended budget, which had been discussed at Resources. RL compared the amount of carry forward in the previous years and governors were pleased to note the stable carry forward figures. JPM confirmed that the more reliable ENF funding received from WSCC had made budgeting more accurate. Governors approved the sums allocated for solar panels and the impact they would have going forward.</p> <p>They asked about the covid 19 budget line and JPM confirmed it was currently empty. She did not anticipate that WM would be able to claim back any expenses and governors noted the costs savings of having the college site closed and the impact on costs centres such as telephone/photocopying and more predominantly supply staff. Governors did note that there would be no lettings income for the foreseeable future.</p> <p>MO asked whether staff would be given time off in lieu for working over the Easter holidays. AFR confirmed they would, though it could not probably be until the school was reopened.</p> <p>The school budget total of £4,951,602.13 was proposed for approval by MGW and seconded by RL. Governors unanimously approved the budget and thanked JPM for her excellent work.</p> <p><i>JPM left the meeting.</i></p>	
8.	<p>Questions on Headteacher's report (appendix G)</p> <p>MGW was pleased to note the work WM had achieved to date with the Area Improvement and Inclusion Board (AIIB) and governors understood all initiatives had been put on hold until September due to covid 19 restrictions.</p> <ul style="list-style-type: none"> • WM Development Plan (appendix A) <p>Governors went through the items in red with AFR. He felt that these items could be and were being addressed through remote working. SB confirmed she would write a report on the School Council meetings.</p> <p>AFR noted the need to adjust the way data was collated, as there would be no</p>	SB 23/5/20

	<p>credible data for the summer term.</p> <p>On questioning, AFR revealed the complexities for the start of the September term if pupils could not return to school during the summer and agreed they would have to keep their options open on how to start the new term and plans were being made. Governors had seen the positive responses to the survey held regarding the support given to families during the covid 19 measures.</p> <ul style="list-style-type: none"> • WM Self Evaluation Form (appendix B) <p>Governors were concerned about the impact on pupils' learning despite on line lessons and that pupils coming into school were following more of a care routine. AR and HT gave their perspective on learning and the different situations at home. AFR commented that teachers generally saw some type of regression in learning after the 6 week summer holidays and presuming pupils returned for the September term the normal thorough benchmarking process would take place.</p> <p>Governors passed on their thanks and appreciation to all staff for the work they were achieving in very challenging circumstance.</p> <p>SB had further questions, which she would email AFR.</p>	
<p>9.</p>	<p>WM Strategy (appendix H)</p> <p>Governors had received the current strategy document and discussed the post 19 ambition. They were concerned WSCC was not engaging with WM as they firmly believed the provision was vital. They asked that a clause was added to the section: <i>As a school and governing body, we believe in a post 19 provision but it is currently being constrained by the Director of Education.</i></p> <p>Governors noted that whilst covid 19 restrictions were in place there would be no opportunity to prepare pupils for college transfers and AFR already anticipated numbers rising but there was a risk they would go beyond 120.</p> <p>Governors knew WSCC were planning a college for 100 pupils and noted the implications if more pupils as anticipated were eligible to attend and the difficulties of managing admissions from the school to college. After discussion, MGW agreed to write to Paul Wagstaff and Nigel Jupp, copying in SENAT, including AFR's model numbers and projections and making the point that post 19 came under a different budget.</p> <p>The next strategy meeting was confirmed for 2nd June.</p> <p>a) Fundraising (report from Anna Hull) (appendix I)</p> <p>SV was concerned that fundraising would be negatively impacted by the consequences of covid 19. AFR recognised the challenges but confirmed that no inclusion of predicted fundraising was in the budget. Governors appreciated that work would continue and suggested including a column for College 2021.</p>	<p>AFR 2/6/20</p> <p>MGW 1/5/20</p> <p>AFR/AH 2/6/20</p>
<p>10</p>	<p>Report on WSCC progress for new College Buildings & governor action</p> <p>MGW had forwarded an update (appendix Q). She reported the design work was ongoing. The access route had been confirmed through Birchwood Grove via Wycombe Way. The costing had been confirmed as £19,892,000 with the business case due to be completed by 29/5/20. BH noted the challenge for the council of ensuring all plans were agreed and in place and governors stressed the importance of being involved early on in any decision making. They understood Haverstocks had a sound idea of what governors wanted but they were concerned if they were not involved there would be a lot of timewasting before the correct decisions were agreed.</p> <p>AFR confirmed he had a call planned with Birchwood Grove school which would cover the access. Governors had seen the historic photos of the BWG school development, which had offered no protection to Newick House.</p> <p>MGW to write to WSCC asking for the headline Development Programme after the meeting scheduled for 28/4/20 and to send a progress update to</p>	<p>MGW 1/5/20</p>

	parents/stakeholders.	
11	AOB None.	
12	<p>What impact has the meeting had on pupils?</p> <p>Covid 19 safeguarding addendum approved</p> <p>Timetable approved to enable staff training</p> <p>Parent survey results demonstrated approval of WM handling of covid 19 measures</p> <p>Approved budget with a stable carry forward</p> <p>Effective on line teaching and provision in school for key worker's children and vulnerable pupils. Plans being considered for transition for 2020/21.</p> <p>Ambition for post 19 still in place</p> <p>Contact with WSCC regarding admissions above 100 at the college</p> <p>Fundraising plan in place and acknowledgement of fundraising 'extras' for college</p> <p>Governor pressure on WSCC for early and full involvement in college design</p> <p>Robust fire policy in place at college and support from fire service.</p>	
13	<p>Chairman's Action and Report</p> <p>Attending new build meetings.</p> <p>On AFR's request, the fire service had carried out a report, which they had completed during their visit. Governors were aware the fire service had approved the procedures in place in event of fire and that an enhanced evacuation procedure was necessary. They had taken specific notes during their visit that would mean they would be well prepared in the event of a fire.</p> <p>AFR had not received the report and SV confirmed Simon Jupp had it. BH did not believe WSCC would let WM have the report as it stood.</p>	
14	<p>Approval of Minutes dated 28th January 2020 and 24th March 2020 (appendix N & O)</p> <p>The minutes were approved and electronically signed.</p>	
15	Matters Arising/action grid	7/5/20 agenda
16	<p>Questions on committee minutes:</p> <p>a) <u>Learning & Wellbeing</u> (appendix J)</p> <p>b) <u>Resources</u> (appendix K)</p>	7/5/20 agenda
17	<p>Governance:</p> <p>a) <u>Governor Training & verbal report from RG on Ofsted training</u></p> <p>b) <u>Governor Visit reports including spring walkround</u> (appendix L)</p> <p>c) <u>Parent Governor recruitment</u></p> <p>d) <u>Link Governor Report</u> (appendix M)</p> <p>Following the meeting, PC highlighted the free governor training on leadership and development which up to three governors could sign up to https://govern-ed.co.uk/</p> <p>Please inform PC if you sign up.</p>	7/5/20 agenda All
18	Safeguarding	7/5/20 agenda
19	Notification of INSET Days and approval	7/5/20 agenda
20	Note of Risk Register	7/5/20 agenda
	<p>Dates for next meetings</p> <p>Policy: Thursday, 7th May at 4.15pm, School</p> <p>FGB: Thursday, 7th May at 4.45pm, School</p> <p>P,H&S: Wednesday, 14th May at 4.30, College</p> <p>Strategy: Tuesday, 2nd June at 4.30pm, School</p> <p>L&WB: Monday, 15th June at 4.00pm, College</p> <p>Resources: Monday, 22nd June at 4.30pm, College</p>	LR

Policy: Monday, 6 th July at 4.15pm, School	
FGB: Monday, 6 th July at 4.45pm, School	

SIGNED.....*Marion Wilcock*..... DATE.....7th May 2020.....

ACTION GRID APRIL 2020		
4.	Inform parents of new timings for school/college day from September	✓
7	Governor minute to WSCC on approval of budget.	✓
8	Visit report on School council meetings	L&WB
9	Addition of clause on post 19 provision to strategy	AFR
9	Letter to WSCC re impact of increasing admissions at college	✓
9a	Additional column for fundraising plan	AFR/AH
10	Letter to WSCC requesting college building development plan. Report on college building progress to stakeholders.	✓
15-20	Carried forward to 7/5/20 agenda	✓
17d	Three governors eligible to sign up for leadership and development webinars www.govern-ed.co.uk	✓

ACTION GRID MARCH 2020		
3	Project Board meeting to go ahead electronically on 1/4/20 Contact Leigh Hunnikin to ensure project continues and meetings take place electronically.	✓
4	Schedule electronic budget meeting	✓

ACTION GRID JANUARY 2020		
3d	Seek clarification on what Nigel Jupp meant by 'contradictory statements' from governors.	MGW
6a	Reminder to parents & staff to complete consultation before deadline.	✓
6b	Create governor Ofsted pack.	Summer
6b	Send self-governance quiz & responses to governors. Add to training log.	✓
6c	Reviewed governor visit report to L&WB.	SB/LW&B agenda
8a	Fols with WSCC for reports on college. Submit S496 to DfE on building delay	✓
9a	Attend parents evening to promote governor presence and attract new parent governor	✓
9a	Consider switching RL to parent governor if still vacant position at next FGB and appoint co-opted governor	✓
9e	Complete governor visit report following Autumn walk round	✓
9f	Agree walk round date. Request future dates coincide with FGB meetings.	On hold
12	Ensure visitors complied with school visit regulations.	✓
12b	Arrange fire service visit to advise on cladding.	✓
12c	Arrange for councillor with SEND interest to come in and talk to students.	On hold
	Carried forward from 23/9/19	
9	Find comparison figures for staff absence from SEN schools. To remain in Action Grid until completed – aim for 2nd spring term FGB meeting)	AFR

Appendices

- A. WM Development Plan
- B. WM Self Evaluation Form
- C. Safeguarding Covid 19 addendum
- D. Report on consultation to 2pm finish time
- E. Budget report
- F. 2020/21 Budget
- G. Head Teacher's report
- H. WM Strategy
- I. Fundraising business objectives and Marketing Draft
- J. Learning & Wellbeing minutes
- K. Resources minutes
- L. Visit report – governor walkround
- M. Link governor report
- N. FGB minutes 280120
- O. FGB minutes 240320
- P. Support for families survey results